

Rec Mgt 3-3-2

CONFIDENTIAL

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1402 Charles Ege
FEB 1958

Chief, General Purchase Branch,
Procurement Division, OL

Chief, Records Management Staff

Filing Equipment on Purchase Order 58-6121-1, your memorandum
dated 21 January 1958

1. I am returning the attached purchase order for 22 filing cabinets costing \$1455 with the recommendation that it be cancelled.
2. I am making this recommendation on the basis of information obtained from the Stock Status Report which was furnished to us from the Stock Management Section and the Excess Material List 1-58. These reports indicate that there are over 600 pieces of filing equipment which could be substituted for the item on your purchase order.
3. We fully realize that the 600 pieces of equipment mentioned may differ in physical characteristics. These differences are primarily limited to such things as key locks, guide rods, 4 or 5 drawer, etc., which do not greatly limit the usefulness of the equipment. We also anticipate additional turn-ins of filing cabinets from those offices converting to shelf filing. Again all of these turn-ins will not be of the type in question, but nevertheless are usable.
4. I will be glad to discuss this further with you at your convenience. In the meantime, we will continue to suggest the use of the equipment now on hand to those offices where security requirements will permit storage in non-insulated equipment.

Attachment

fish
Mgt/S/RMS/FMB/ *skm* (3 Feb. 58)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment